



# **EMHSTC**

## **Administrative Information**

### **Cost**

Some course fees may be eligible for federal reimbursement; please see your local Emergency Management Coordinator for more information. Refer to specific course descriptions to determine applicable fees.

### **Application Information**

Applications will now be completed online at [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd). You will receive an email confirming your registration submittal - print that page for your records. If you are paying with a credit card, fax the online credit card form with your credit card information to : (517) 322-6442. All other registrations will be invoiced. Do not mail any payments without invoices attached.

Confirmation letters and invoices will be mailed approximately three (3) weeks prior to the course. If you do not receive your confirmation letter, please call (517) 322-5519.

Course costs include student materials, morning and afternoon refreshments, lunch, and double occupancy lodging if pertinent to the course.

### **Cancellations**

Cancellation of attendance must occur seven (7) days prior to the beginning of the course. Failure to properly cancel, and/or "No Shows," will be charged the full training amount.

### **Conduct/Attire**

Participants of Michigan State Police training are asked to refrain from offensive or inappropriate attire, language or conduct in order to help preserve a professional and educational setting.

## **FOR COURSES OFFERED THROUGH THE EMHSTC:**

### **Application**

Complete application online.  
Print online registration for your records.

### **Payment**

If paying with a credit card, print online credit card form and fax to (517) 322-6442 with your credit card information. All other registrations will be invoiced. Confirmation letters and invoices will be mailed approximately three (3) weeks prior to each course. Please do not mail any payments without invoices attached. Course fees must be received before students will receive their certificates of completion. If payments are not received before the course completion date, student's certificates will be mailed when payment has been received.

### **Lodging Information**

Double occupancy lodging is included in course fees as specified; arrangements will be made by the EMHSTC as indicated on each student's application. Students may make private arrangements of their choice at their own expense. Applications for multi-day courses must indicate your lodging needs. If your lodging needs change from those indicated on your original application, you must contact the Training Center seven (7) days prior to the beginning of the course, or you will be held responsible for the entire cost of lodging.

**Register online at:**  
**[www.michigan.gov/emhsd](http://www.michigan.gov/emhsd)**